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Ch/G Staff Meeting
21 January 1958
ACTION REQUIRED

| <u>Item No.</u> | <u>Action Required of Chief/G</u> | <u>Action Required of Divisions</u> |
|-----------------|-----------------------------------|-----------------------------------------------------------------------------------|
| 1 | NONE REQUIRED | |
| 2 | | Divisions to submit contributions to Ch/G by COB, 31 January 1958. |
| 3 | NONE REQUIRED | |
| 4 | | Chief, D/GL, to prepare memo. |
| 5 | NONE REQUIRED | |
| 6 | NONE REQUIRED | |
| 7 | NONE REQUIRED | |
| 8 | | D/GG representatives to attend meeting; other divisions may send representatives. |
| 9 | NONE REQUIRED | |
| 10 | NONE REQUIRED | |

F: Meetings 3-1

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 21 JANUARY 1958

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PRESENT:

[Redacted]

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[Redacted]

2. Revision of Mission and Function Statements

Chief/G asked that the Divisions study carefully the Mission and Function statements which have been sent to them by St/A, and make any changes necessary to more accurately describe what you are doing. If major changes are believed necessary, Ch/G asked that they be discussed with him in advance. These revisions are due to Chief/G by COB, 31 January.

3. Union List of Publications

Chief/G asked for and obtained suggestions from the group for the revision of definitions of GRA publications. These definitions are for inclusion in the "Union List of Publications".

4. Vital Storage Program

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Chief/G, in answer to a question from Chief D/GL, explained that there was no change in the importance of the Vital Storage Program. [Redacted] prepare a memorandum for [Redacted] explaining in detail just what was required of the Map Library (in terms of man-hours, etc.) to keep the program up to date.

5. Retirement of Paper

Chief/G asked that each of the Division Chiefs personally see to it that every effort is made in his division to reduce volume of files. Older

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material should be retired or destroyed, as thought necessary. In retiring files, we should try to give a date after which the material may be destroyed. We have the responsibility of retiring only the true record copy of a document.

6. Translation of Scientific and Technical Literature

Chief/G announced that there are concentrated and widespread moves toward the translation of scientific and technical literature. The National Science Foundation is undertaking quite a number of translations. Also, there is a move toward having CIA translations published completely UNCLASSIFIED and distributed widely.

7. Task Force #16 Meeting

Chief/G reported that Task Force #16 met on 20 January to study the objectives of the consultants. It was decided that the next step was to have the Task Force members visit D/GL and FDD.

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